2005

Project Application Reference Guide

Grants for Watershed & Aquifer Implementation Activities

FY '05 Funding Cycle
Deadline February 1, 2004

State of Idaho
Department of Environmental Quality
Water Quality Division
Integrated Watershed Management Program

Reference Guide Introduction

The State of Idaho Department of Environmental Quality (DEQ) Water Quality Division provides for an effective administration of Clean Water Act §319 State Nonpoint Source Grants as part of an "integrated watershed management funding strategy." The primary objective of the funding strategy is to provide an entry-point for the submission of grant applications for on-ground implementation projects and activities related to total maximum daily loads, certified drinking water protection plans, groundwater protection plans, and equivalencies. The state office programs involved in this funding strategy also provide for coordinating, defining the direction of, and leading nonpoint source pollution prevention and control efforts throughout the State of Idaho.

The role of DEQ is multi-fold on various levels. On one level, the DEQ role is to lay out state priorities and processes for impaired water bodies listed on the §303(d) list through collaboration with the other state designated agencies. On another level, the DEQ role is to assist sister state agencies with integrating those priorities through a liaison as part of multiple state/federal committees or workgroups. Much of this actual implementation, is however, directed through DEQ regional office participation/facilitation of public advisory groups, public outreach, and training efforts.

The United States Congress provides limited grant funds to those state programs with approved state "nonpoint source management plans." The State of Idaho DEQ receives an annual grant from the U.S. Environmental Protection Agency in the form of an award that is earned from demonstrating performance that is measured in the Nonpoint Source Management Program Annual Report. In turn, the DEQ makes these grant dollars available as subgrants to various local, county, tribal and state governments as well as nonprofit organizations, interest groups, and universities to further implement on-ground integrated watershed projects and activities.

Procedure

The Reference Guide provides a description and process for preparing and submitting project applications for grants to conduct watershed and aquifer implementation activities. Project applications can either be focused on mitigation or prevention activities. Project applications generally focused on mitigation activities are related to impaired water bodies. Proposals can be based on water quality limited water bodies from the State of Idaho approved §303(d) list or "Integrated Water Quality Report," approved TMDLs, from public water systems with certified drinking water protection plans, or other recognized water quality priority lists.

The other type of project application supported by the funding strategy is prevention oriented. These types of project applications will generally focus on waters of special concern (e.g., threatened and/or endangered species, sole source aquifer, etc.), promote anti-degradation, or waters where beneficial uses are fully supported, but where documented nonpoint source pollution threatens future use.

The "Project Checklist" is the primary framework for both organizing and evaluating project applications. The Checklist is comprised of four areas: Introduction, Method, Results, and Discussion. Each of these areas encompasses criteria both as prerequisites and credits that need to be covered in a project application. The criteria is stated as an "intent," "requirements," "submittals," and "resources" that are necessary to achieve each prerequisite and credit.

The framework of the Checklist serves as the organizational framework for preparing the application. In turn, the Checklist will serve as the basis for evaluation of all project applications. The 1999 Idaho Nonpoint Source Management Plan provides further background, explanations, and resources. An initial screening is conducted on each project application evaluating the four prerequisites. All prerequisites must be achieved in order to qualify for the next step in technical evaluation. In turn, project applications qualify for "technical merit" by meeting or exceeding each credit's requirements. Each credit must be met in order to proceed to the third step of evaluation that is conducted by a respective basin advisory group.

When preparing a project application for submittal, collect and organize the project application using the organization of the Checklist. All other information such as binders, extraneous reports, etc., will not be considered, reviewed, or returned. **The organization of the final project application submittal is:**

- **Template 1 (page 18)**
- **The "Project Checklist,"**
- **Letters of financial or resource commitment, and**
- **Letters of support.**

Materials to assist in preparing a project application can also be obtained through the DEQ website at: http://www.deq.state.id.us/water/water1.htm#ww_nonpoint

Project Application Delivery

Postmark or hand-deliver three (3) copies of the project application by February 1, 2004, to:

Department of Environmental Quality
Attn: Todd Maguire
1410 North Hilton
Boise, Idaho 83706-1255

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Supplemental Information

I	M	R	D
Prerequisite 1			

Introduction

Project Primer

Intent

Provide the purpose, goals, and fundamental background attributes of the project.

Requirements

Describe the purpose, goals, regional priority, categorical description, locational, and other relevant background for the project.

Submittal

- Purpose: Brief description of why the project is necessary and what benefits will be derived from the project.
- Regional Priority: What is the regional priority of the watershed or waterbody that the project is contained within according to the DEQ regional office program contact?
- Categorical Description: Within which of the following NPS categories does the project fall: agriculture, silviculture, construction and urban runoff, mining, transportation, groundwater, hydrologic-habitat modification? Does the project address a secondary or tertiary category?
- Functional: Within which of the following functional attributes describes the project: watershed specific project, best management practice demonstration, or statewide program scope?
- Pollutant Types: Listing of known pollutant types which are addressed by the project; may also include pollutants, which the project will not address.
- Waterbody Type: Describe the affected water body using the following: river, perennial stream, natural lake, reservoir, or aquifer.
- Hydrologic Unit Code: The code developed by the Department of Interior, United States Geologic Survey (USGS) which describes the reach of water being discussed in the project. The number can be obtained from either DEQ or by contacting the USGS.

Resources

The 1999 Idaho Nonpoint Source Management Plan provides additional background and ressources. It can be accessed through the DEQ website at: http://www.deq.state.id.us/water/nps/nps.htm

The DEQ regional office program contact (see page 17).

I	M	R	D
Credit 1			

Priority Basis

Intent

Take a comprehensive approach as the basis of the project, which should be based on watershed priorities and goals derived from an overall watershed, water quality, or system-wide management plan that has been approved or certified based on a public advisory process.

Requirements

Base project on existing identified priorities and goals from approved TMDL allocations or reduction targets or a certified drinking water protection plan, or an equivalent document derived from a public advisory group AND answer the following questions: Is the project based on watershed priorities and goals derived from these overall management plans, would your project application accomplish more than one objective at a time for water quality? OR Describe and justify the reason for initiating an anti-degradation project and the expected public benefits.

Submittal

Do not exceed one-half page, provide a statement or narrative explanation of the basis of the project application and the justification for the action being proposed based on an existing comprehensive approach.

Resources

Existing and final draft total maximum daily loads (TMDLs), approved water quality/watershed management plans, certified drinking water protection plans, regional drinking water protection plans, groundwater protection plans, or equivalent documentation.

Total maximum daily loads (TMDLs)
http://www.deq.state.id.us/water/water1.htm#TMDLs

Regional drinking water protection plans
http://www.deq.state.id.us/water/water1.htm#source_water

I	M	R	D
Credit 2			

Best Management Practices

Intent

Use suitable and appropriate best management practices that are clearly connected to key pollutant load or contaminant concentration reduction activities for the project.

Requirements

Describe key pollutant load or contaminant concentration reduction activities expected from the project AND how this clearly connects to key reduction activities AND the best management practices in the project recognized as practicable and suitable for attaining the documented water quality objectives?

Submittal

A one-page or less explanation of the Requirements.

Resources

The "Compendium of Best Management Practices for Controlling Polluted Runoff," among other sources of information about the appropriateness and success of the practices chosen for the project.

View the Compendium at: http://www.deq.state.id.us/water/nps/BMPs.htm

I	M	R	D
Prerequisite 2			

Method

Scope of Work and Budget

Intent

Provide a comprehensive work plan that is tied to the budget.

Requirements

Describe the tasks in the work plan using a consistent format of task description, output, and milestone AND Indicate how each task or subtask will be funded, who is responsible for the completion of each task and subtask, and what indicators will be used to demonstrate the success of the task.

Submittal

- The following is the format used for the description of each task in the submitted work plan.

  Task 1: Project Management
  Output 1: Obtain contracts and agreements.
  Milestone 1: Contracts/agreements approved within the first 3 months after the project is awarded.
  Cost: Budget line item

- A one-page map of the project area within context of the watershed or prominent landmark feature would be preferable.

Resources

The Task portion of the project application consists of those specific elements, which will be required in completing the goals of the project. Specifically, the tasks lay out the plan of work and a time frame for completing that work. Each task should have a minimum of one output and milestone (due date) and may include a series of specific outputs and milestones for accomplishing the task. Please be as specific as possible regarding each task.

Budgets should only include those projected fund expenditures for the upcoming grant cycle. Each budget should show the amount of federal dollars being requested and the appropriate match (40%) for those federal dollars. To determine this: (1) Take the requested federal funding divided by 60%. {Example: assuming a federal request of $100,000} resulting figure of $166,667 is the minimum total program amount (federal and state share combined) for the grant. (2) Subtract the federal contribution from the minimum total program amount to determine the minimum required recipient match {$166,667 - $100,000 = $66,667}. Other federal monies which may be used for the project are not eligible for the match requirement. In-kind match is acceptable but cannot be those used for match, or cost share on other State or Federal grant programs.

I	M	R	D
Credit 3			

Accountability and Match

Intent

Project management and administration should not exceed more than 10% of the budget of the project; a clear distinction between project management and administration and that of subcontractors and work completed on the ground by the project must be made through an accountable work plan and budget by tying payments to defined tasks, milestones, and outputs.

Requirements

Explain the estimated amounts of technical and financial assistance, associated costs, and sources of existing authorities that will be relied upon for implementation of the project under the grant and provided as local match AND identify the responsible party for completing each task AND provide letters of financial or resource commitment for up to 40% of the project budget under the match category.

Submittal

- Statement of the roles of the responsible parties involved in the project tied into a separate table or listing associated with the work plan.
- Template 2 (page 19)
- Template 3 (page 20)
- Template 4 (page 21)
- Letters of financial or resource commitment (highly encouraged).
- Letters of support for the project (3 to 5 expected).

Resources

Designated agencies and their partners, using a mix of regulatory, voluntary, and incentive-based programs, target a given watershed, and in conjunction with the basin and watershed advisory group process as outlined in Idaho's Water Quality Law, provides for the abatement and prevention of nonpoint source pollution in a complementary holistic fashion. A brief summary of some of the ongoing funding programs currently used to abate nonpoint source pollution can be found in chapter 4 of the 1999 Idaho Nonpoint Source Management Plan or see the Directory of Watershed Resources at http://ssrc.boisestate.edu.

Letters of support for the proposed project are expected from various local, state, and federal, as well as private, organizations. In the past, these letters have included but have not been limited to county commissioners, city mayors, soil conservation districts, DEQ regional administrators, etc. These support letters provide an important link between the project and the local community and insure the backing from the local community affected by the project. Additionally the support letters provide an opportunity for acknowledgment to those entities providing financial or in-kind support to the implementation effort.

I	M	R	D
Credit 4			

Monitoring for Results

Intent

Generally, up to 10% of a project budget can be used within the life of the project to monitor the effectiveness.

Requirements

Identify and tie into the project a feasible or realistic monitoring plan, whether it exists or is created for the project, for a specified constituent(s) of concern AND conduct this monitoring both before and after the project AND photo monitor with captions or photo-document both before and after the project AND monitor project implementation effectiveness focusing on quantifying, tracking, and reporting results on annual basis during the lifetime of the project AND answer the following questions:

- How will results of the project be monitored?
- What long term monitoring will be incorporated into the project design?
- Who will do the long-term monitoring after the project is completed?
- How will this monitoring be funded?

Submittal

Project implementation effectiveness monitoring plan covering the five Requirements; tie the monitoring plan into the schedule under Credit 6.

Resources

Attach or reference a relevant monitoring plan in which the project may fit within the context of a watershed or public water system.

I	M	R	D
Prerequisite 3			

Results

List of Project Contacts

Intent

Describe all sponsors participating in the project.

Requirements

Provide names, contact information, and affiliation for each sponsor of the project.

Submittal

A list in one-page or less of the project sponsors.

Resources

- Local contacts should include the person(s) responsible for grant administration and a regional DEQ office contact from page 17.
- State contact for Nonpoint Source Management Program projects should be Todd Maguire at DEQ, 1410 North Hilton, Boise, Idaho 83706-1255, tmaguire@deq.state.id.us.
- EPA contact for Nonpoint Source Management Program projects should be listed as Rick Seaborne, EPA Region 10, 1200 Sixth Avenue, ECO-086, Seattle, WA 98101.

I	M	R	D
Credit 5			

Cost and Benefits

Intent

State the cost-benefit of the project focusing on the key pollutant load or contaminant concentration reduction activities; using the highest prioritized reduction or anti-degradation activities in the watershed as a basis for the project

Requirements

Describe the relationship between the expected benefits and estimated cost of the project AND tie this relationship into the key pollutant load or contaminant concentration reduction activities OR the overall public benefit for preventing the perceived impact to the water body AND ensure that the cost and benefit serve as a basis for selecting the highest prioritized reduction activities in the watershed for the project.

Submittal

An explanation in less than one-page of the Requirements.

Resources

Use the cost-benefit determination as a basis for selecting the highest prioritized reduction activities in the watershed for the project. This determination can be obtained from implementation plans or work completed by public advisory groups.

I	M	R	D
Credit 6			

Measurability and Schedule

Intent

Select milestones that assess implementation effectiveness of the project to measure and tie them into the schedule.

Requirements

Identify two or three measurable milestones to provide checkpoints for assessing implementation effectiveness AND tie these measurable milestones into Prerequisite 4 for demonstrating pollutant load or contaminant reductions AND use an overall schedule clearly tied into the task list with task description, output, and milestone timing of Prerequisite 2.

Submittal

One or two-page schedule using a bar graph or gant chart to visually portray the work plan tasks, milestones, and outputs.

Resources

Microsoft Excel spreadsheet software.

I	M	R	D
Credit 7			

Levels of Participation

Intent
Describe all participants in the project.

Requirements
Participants should be listed for each of the individual tasks in the work plan AND provide three to five letters of support or commitment for the project.

Submittal
In 1-2 pages, show the levels of participation tied to the work plan.

Resources
Confer with the DEQ regional office program contact (see page 17) on this matter if unsure.

I	M	R	D
Prerequisite 4			

Discussion

Grants Reporting and Tracking System

Intent

Annually report data that will be used by the U.S. Environmental Protection Agency as a means of tracking and reporting to Congress and the public the progress being made by the States to successfully implement water quality improvements.

Requirements

Track and estimate load reductions achieved by the project for nitrogen, phosphorus, and sediments AND report annually to the Department of Environmental Quality.

Submittal

Incorporate a provision of the requirements for tracking and reporting into the work plan and measure this through Credit 6.

Resources

Grant reporting and tracking components of the project will be required to subsequently report on the status of these components within semi-annual reports:

- Identify the location of the stream (or other waterbody) reach or reaches that are intended to be affected by each 319-funded project.
- Provide a 1-sentence description of the project.
- State whether the project consists of one or more of (a) the development of a NPS TMDL, (b) the development of a NPS TMDL implementation plan to achieve specific load-reduction goals, (c) the actual implementation of such a plan or (d) none of the above.
- Annually estimate load reductions achieved by the project for nitrogen, phosphorus, and sediments.

I	M	R	D
Credit 8			

Feedback Loop Provision

Intent

Place the project within a feedback loop or adaptive management context.

Requirements

A BMP feedback loop provision or statement evaluating the proposed treatment that will be installed as part of the project should be described, against water quality criteria or effectiveness evaluation protocols for the given sector(s) being treated by the project.

Submittal

In one page or less, explain how the project fits into the larger picture of ongoing restoration work in the watershed.

Resources

A BMP feedback loop is an adaptive management model. Adaptive management provides a process for thinking through implementation by considering first appropriate standards for addressing identified problems, an analysis step for identifying solutions to those problems, and subsequently, evaluating the success of implementation.

Existing and final draft total maximum daily loads (TMDLs), approved water quality/watershed management plans, certified drinking water protection plans, regional drinking water protection plans, groundwater protection plans, or equivalent documentation.

Total maximum daily loads (TMDLs)
http://www.deq.state.id.us/water/water1.htm#TMDLs

Regional drinking water protection plans
http://www.deq.state.id.us/water/water1.htm#source_water

I	M	R	D
Credit 9			

Beneficial Use Attainment

Intent

Pursue beneficial use(s) attainment for the water body of interest or concern through implementing this project.

Requirements

List the designated beneficial uses of the water body of interest AND explain how the project will assist an overall effort in attaining beneficial uses AND place the explanation within a time estimate and context of other ongoing efforts in the watershed.

Submittal

In less than a page, provide the Requirements using a narrative explanation and references to existing documentation.

Resources

Existing and final draft total maximum daily loads (TMDLs), approved water quality/watershed management plans, certified drinking water protection plans, regional drinking water protection plans, or equivalent documentation.

Total maximum daily loads (TMDLs)
http://www.deq.state.id.us/water/water1.htm#TMDLs

Regional drinking water protection plans
http://www.deq.state.id.us/water/water1.htm#source_water

I	M	R	D
Credit 10			

Information and Education

Intent

The project will promote environmental stewardship with tangible public information and education activities.

Requirements

Explain in less than a page, tangible public information and education activities that will occur during the project AND those that may emerge from the project.

Submittal

Provide the requirements in the schedule of Credit 6.

Resources

Confer with the DEQ regional office program contact (see page 17) on this matter if unsure.

Deadlines and Timelines

The schedule presented here outlines milestones and the timing for making project application to the Integrated Watershed Management Program. The Integrated Watershed Management Program is the entry point for seeking funding that will implement on-ground activities for surface water and ground water protection. All applications submitted through this entry point will be matched up with the funding option from a range of possibilities with the greatest potential to provide funding.

In a majority of cases, §319 of the Clean Water Act will be the primary funding source. This program is administered in the Water Quality Division by the Nonpoint Source Management Program. In other cases, alternative-funding sources may be leveraged from a range of sources to mutually benefit all parties involved. The key to leveraging implementation dollars for on-ground activities will be to extend activities on-the-ground as far as possible while allowing the greatest opportunity for local involvement and participation toward meeting water quality objectives.

The review process for evaluating project applications takes a full year. Fixed calendar dates are shown in bold print, approximate time frames are provided for planning purposes as an estimate for the other milestones.

- *August 15, 2003:* Grant Pre-application Solicitation and Announcement—the DEQ state office programs announce the pre-application solicitation. The solicitation will request a two-page scoping pre-application as the initial step toward full application in the autumn. The "Integrated Watershed Management Pre-application Form" should be used.
- ***October 1, 2003*:** The completed "Integrated Watershed Management Pre-application Form" is due to the DEQ State Office, Nonpoint Source Management Program. The pre-application form will be informally reviewed and feedback provided within 60 days. All formal project applications will be invited based on this informal review.
- ***February 1, 2004*:** Formal project application is due using the "2005 Project Preparation Guidance for Implementation Activities." All regional application submittals formally made are expected to have been presented to the local Watershed Advisory Group (WAG) where applicable prior to the February deadline.
- *3rd and 4th weeks of February and early March:* DEQ and appropriate designated agencies perform project technical evaluations using the form on pages XYZ.
- ***March 30, 2004*:** All projects technically qualified are provided to respective Basin Advisory Groups (BAGs) for review with the assistance of regional/state program contacts.

- *April and early May:* Each project application sponsor will be required to present to the respective BAG. The regional and state program contacts will assist the BAG in ranking the project application in order of importance regarding basin restoration efforts.
- ***May 15, 2004*:** Basin rankings are transmitted to the state DEQ Nonpoint Source Management Program manager. The results are summarized and included in a letter inviting BAG chairs or their designated representative to meet and integrate basin-specific projects.
- *mid June:* DEQ upper management and BAG chairs or their designated representative meet to integrate basin projects into a preliminary priority list for funding consideration. This prioritization process is summarized.
- *mid July, 2004:* All projects are compiled and transmitted to EPA, Region 10 Nonpoint Source Program for review and preliminary approval. The review process is expected to take 30 days. EPA provides comments (i.e. required project revisions) on draft §319 project proposals to DEQ. The comments are incorporated into final grant application(s) within 30 days as necessary.
- *mid September, 2004:* Final grant application package consisting of all project applications submitted to the DEQ Director for approval. Formal application is made to EPA, Region 10.
- *November - December 2004:* EPA makes the State Nonpoint Source §319 grant award to Idaho.
- *January 2004:* All project applicants are formally notified of an approval in the form of an award letter. In turn, all project applicants begin the contracting process with an approximate start date of mid-March.
- *Ongoing:* DEQ state program staff meets with BAGs and other designated agencies to establish opportunities for nonpoint source implementation projects within their respective basins that are needed to satisfy TMDL requirements or protect high quality ground and surface waters within their respective basins.

DEQ Contact Information

Contact	Address	Phone Number
Craig Shepard	Boise Regional Office 1445 North Orchard Boise, Idaho 83706-2239	(208) 373-0550
Darren Brandt	Coeur d'Alene Regional Office 2110 Ironwood Parkway Coeur d'Alene, Idaho 83814	(208) 769-1422
Troy Saffle	Idaho Falls Regional Office 900 North Skyline Idaho Falls, Idaho 83402	(208) 528-2650
John Cardwell	Lewiston Regional Office 1118 F Street Lewiston, Idaho 83501	(208) 799-4370
Balthasar Buhidar	Twin Falls Regional Office 601 Pole Line Road, Suite 2 Twin Falls, Idaho 83301	(208) 736-2190
Lynn Van Every	Pocatello Regional Office 224 South Arthur Pocatello, Idaho 83204	(208) 236-6160
Todd Maguire	1410 N. Hilton Boise, Idaho 83706 tmaguire@deq.state.id.us	(208) 373-0115